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STATE OF DELAWARE

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*Governor's Equal Employment Opportunity Council*

## MEETING MINUTES

MEETING DATE AND TIME:	<b>Wednesday, September 7, 2016 at 9:00 a.m.</b>
PLACE:	<b>Haslet Building, Conference Room 219 122 Martin Luther King, Jr. Blvd, South, Dover, Delaware 19901</b>
MINUTES APPROVED:	<b>Approved</b>

### **MEMBERS PRESENT:**

James Collins, Council Chairman  
Terry Yancey-Bragg, Ed.D. Council Member  
Gail Launay-Tarlecki, Council Member  
Deborah Gottschalk, Esquire, Council Member  
Bernice Edwards, Council Member  
Amy Bonner, Deputy Director Human Resource Management, (Ex-Officio)

### **MEMBERS ABSENT:**

Mashoor Awad, Council Member  
David Mangler, Council Member

### **ADVISORS PRESENT:**

Cynthia Fairwell, Advisor on Disability  
Romona Fullman, Esquire, Human Relations Commission, Staff

### **STAFF PRESENT:**

Sandy Reyes, Esquire, Council Staff  
Denise Robbins, Council Staff  
Joanna Carlson, Council Staff

### **PUBLIC PRESENT:**

Tamara Ben Addi – OMB  
Bob Monti – DNREC  
Art Jenkins - LegHall  
Marsha Carson – DOS  
Vanessa Phillips – DOL  
Reginald Quarles - DOF

#### **1.0 Call to Order**

Ms. Launay-Tarlecki was requested to chair the Council meeting in Mr. Collins absence and she called the meeting to order at 9:17 a.m.

#### **1.1 Review and Approval of August Minutes**

The Council reviewed the August meeting minutes. Ms. Terry Yancey-Bragg made a motion for approval of the minutes, seconded by Ms. Edwards. The minutes were unanimously approved.

## **2.0 New Business**

The Office of Anti-Discrimination and Delaware Department of Labor Cabinet Secretary, Dr. Patrice Gilliam-Johnson have been invited to attend and present at the October 5<sup>th</sup> meeting. Dr. Gilliam-Johnson will be discussing the role of the Anti-Discrimination Office, their investigative process and the associated case processing statistics. The Council requested that the presentation be shared a week prior so that questions from the Council members can be prepared in advance.

Dr. Yancey-Bragg announced today would be her last meeting with the Council. She has truly enjoyed the time spent on the council and appreciates the leadership and the progress that has been made in a very short period of time. Mr. Collins remarked on how appreciative the Council has been with the work of Dr. Yancey-Bragg, and that she also will be missed.

Mr. Collins presented Deborah Gottschalk with a proclamation from Governor Markell for her seven years of dedicated service to the Council. Ms. Gottschalk tirelessly promoted a work atmosphere that fostered mutual respect and understanding and was committed to vigorously promoting equal employment opportunities in Delaware state government.

## **2.1 Formal Agency Reviews**

The Council discussed the upcoming transition of administration and formal reviews for 2016. The Council agreed that the timing of the formal reviews may be an issue for current leadership and deferring would be the best option. The Council believes it would be more beneficial to work on transition information to supply to the next administration and for the agencies to engage in the statewide diversity and inclusion assessment throughout the remainder of the year. Dr. Yancey-Bragg made a motion to defer the formal agency reviews but continue to provide a thorough informal reviews and feedback, seconded by Ms. Edwards. The deferral of formal reviews for 2016 was unanimously approved.

## **2.2 Agency Annual Reports**

Agency annual reports are due to the Council by September 15, 2016. Each Council member will be responsible for reviewing multiple agencies and will be assigned as reports are submitted. Ms. Reyes made a recommendation to streamline the review form for Council members to focus more on best practices and areas in need of further follow-up. The Council members agreed and this change will be made prior to the October meeting.

## **3.0 Old Business**

Mr. Collins gave an update to the Council regarding the Request for Proposal process for the statewide diversity and inclusion assessment and how the contracted consultant will be assisting agencies statewide through on evaluation of policies and practices with the Office of Management and Budget. The interview process has been completed and the Office of Management and Budget is reviewing the final selection.

## **3.1 Annual Council Report**

Ms. Robbins provided an update on the FY15 annual report. Due to this being a transition year, the annual report will include a summary of where of the status of the state's diversity and inclusion in 2009 as opposed to 2016 and what recommendations the Council would make for the future administration.

## **3.2 Transition Document**

Discussed with annual Council report.

## **3.3 Chronic Under-Representation**

Item tabled to be addressed as part of the statewide diversity and inclusion assessment

## **4.0 Statewide Recruiter Updates**

None provided.

## **4.1 Next Meeting- Wednesday – October 5, 2016, at 9:00 a.m.**

## **5.0 Adjournment**

There was no public comment.

Dr. Yancey-Bragg moved to adjourn at 10:05 am and the motion was seconded by Ms. Edwards. Ms. Launay-Tarlecki adjourned the meeting at 10:05 am.

Respectfully submitted,  
Denise Robbins